



**NEW ORLEANS FEDERAL EXECUTIVE BOARD  
AND  
THE EQUAL OPPORTUNITY ADVISORY COUNCIL**

**ANNUAL FEDERAL EMPLOYEES TRAINING CONFERENCE**

**REGISTRATION FORM**

**COMPLETE THE REGISTRATION FORM AND FORWARD WITH REGISTRATION FEE OF \$75 (OR GOVERNMENT PURCHASE ORDER) BY AUGUST 17, 2005, TO THE FEDERAL EXECUTIVE BOARD. To pay by Credit Card, complete the attached Credit Card Billing Form. (For additional information on workshop registration call Lester Robinson at (985) 639-3134 or Michael Pope at (504) 678-4890.)**

**NAME:**

\_\_\_\_\_

(Please type or print clearly.)

**ADDRESS:**

**TELEPHONE:**

**AGENCY:**

**PLEASE CHECK IF INTERPRETER SERVICES ARE REQUIRED**

(Every effort will be made to provide this accommodation.)

**PLEASE CHECK IF VEGETABLE PLATE IS REQUIRED**

**WORKSHOP SELECTIONS  
(See Attached Agenda)**

	WORKSHOP A	WORKSHOP B	WORKSHOP C	WORKSHOP D
<b>1<sup>ST</sup> CHOICE:</b>	_____	_____	_____	_____
<b>2<sup>ND</sup> CHOICE:</b>	_____	_____	_____	_____

**NOTE: WORKSHOP SELECTIONS ARE NOT GUARANTEED; HOWEVER, EVERY EFFORT WILL BE MADE TO ACCOMMODATE YOUR PREFERENCES.**

**PAYMENT WILL BE MADE BY (CHECK ONE):**

**PERSONAL CHECK**

**MONEY ORDER**

**PURCHASE ORDER**

**CREDIT CARD**

**\*\*CREDIT CARD PAYMENTS ARE ENCOURAGED; PLEASE USE ATTACHED FORM.\*\***

**Make checks/money orders/purchase orders payable to: NEW ORLEANS FEDERAL EXECUTIVE BOARD**

**Mail Payment to:**



# New Orleans Federal Executive Board

Fax completed form to: (504) 253-5805

NAME OF TRAINING ATTENDING

**2004 Annual Federal Employees Training Conference**

## \*\* Agency Information \*\*

Name of Government Agency

ADDRESS:

CITY:

STATE:

ZIP:

## \*\* Billing Information \*\*

Please enter the following information exactly as it appears on your credit card statement. (Your financial information will be kept secure.)

☐ Check if billing address is the same as agency address.

CARD TYPE:

ADDRESS:

☐ Am. Express

☐ Discover

☐ MasterCard

☐ Visa

CARD NUMBER:

CITY:

STATE:

ZIP:

EXPIRATION DATE:

COUNTRY:

NAME:

(as it appears on card)

CONTACT PERSON:

(For billing inquiries)

TELEPHONE:

TELEPHONE:

EMAIL ADDRESS:

(Use work Email address)

EMAIL ADDRESS:

(Use work Email address)

## \*\* Payment Details \*\*

PAYMENT PROVIDED FOR:  
(Provide the names of all attendees.)

TOTAL ATTENDEES PAID FOR  
WITH THIS TRANSACTION

COST OF  
TRAINING

**Total Billed**

(Total Attendees x Cost of Training)

**FEB New Orleans \* P.O. Box 53206 \* New Orleans, LA 70153-3206 \* (504) 426-0106**

(Secure: Mail is only opened by recipient)



**NEW ORLEANS FEDERAL EXECUTIVE BOARD  
AND  
THE EQUAL OPPORTUNITY ADVISORY COUNCIL**

**ANNUAL FEDERAL EMPLOYEES TRAINING CONFERENCE**

***“WORKING TOGETHER TO MEET THE CHALLENGES”***

**AGENDA**

**7:30 a.m. - 8:15 a.m.**

**PARTICIPANT CHECK-IN**

**8:15 a.m. - 9:30 a.m.**

**WORKSHOP A – CONCURRENT SESSIONS**

- A-1     "HIRING FLEXIBILITIES "**  
**Ms. Carol Green, Program Advisor, Division for  
Human Capital Leadership and Merit System Accountability,  
Office of Personnel Management, Dallas, TX**
- A-2     " IMPROVING FINANCIAL PERFORMANCE"**  
**Mr. Larry Arnold, Assistant Regional Inspector,  
USDA, Office of Inspector General, New Orleans**
- A-3     "PERFORMANCE APPRAISAL SYSTEM (Pay Banding)"**  
**Ms. Cristina DeMichiel, Human Resources Specialist,  
Department of the Navy, Human Resources Office, New Orleans**
- A-4     "CARDIO HEALTH & WELLNESS"**  
**Ms. Sametra L. Price, Exercise Physiologist in Cardiac  
Rehabilitation, Ochsner Hospital  
Ms. Debra C. Strong, Clinical Dietitian, Ochsner Hospital**

**9:30 a.m. – 9:45 a.m.**

**BREAK**

**9:45 a.m. – 11:00 a. m.**

**WORKSHOP B – CONCURRENT SESSIONS**

- B-1     "SOCIAL SECURITY BENEFITS"**  
**Mr. Don Carroum, Public Affairs Specialist, Area Wage Reporting  
Specialist, Social Security Administration**
- B-2     "YOUR RESUME AND YOU"**  
**Ms. Venessa Matthews, Human Resources Specialist,  
Minerals Management Service, New Orleans**
- B-3     "CHANGE LEADERSHIP"**  
**CAPTAIN Kevin Marshall, Chief of Staff, U.S. Coast Guard,  
8<sup>th</sup> Coast Guard District**
- B-4     "ERACISM DISCUSSION GROUP"**

**11:00 a.m. – 1:00 p.m.**

**LUNCHEON**

**1:15 p.m. – 2:30 p.m.**

**WORKSHOP C – CONCURRENT SESSIONS**

- C-1 "SOCIAL SECURITY BENEFITS"**  
Mr. Don Carroum, Wage Reporting Specialist, Public Affairs  
Specialist/Area, Social Security Administration, New Orleans
- C-2 " THRIFT SAVINGS PLAN"**  
Mr. Kevin Benit, Head, USDA, National Finance Center,  
Thrift Savings Plan Office Service, New Orleans
- C-3 "EEO RIGHTS AND RESPONSIBILITIES"**  
Ms. Connie Cormier, EEO Specialist, U.S. Navy  
Ms. Willow Wilson, Civil Rights/EEO Officer,  
U.S. Coast Guard, 8<sup>th</sup> Coast Guard District  
Mrs. Jo Ann Thomas, EEO Counselor, USDA, National Finance  
Center, New Orleans
- C-4 " ERACISM DISCUSSION GROUP"**  
ERACE

**2:30 p.m. – 2:45 a.m.**

**BREAK**

**2:45 p.m. – 4:00 p.m.**

**WORKSHOP D – CONCURRENT SESSIONS**

- D-1 "COMBATING COUNTERFEIT POSTAL MONEY  
ORDERS/PRESERVING THE TRUST"**  
Mr. J. W. "Jack" Galvin, Assistant Inspector in Charge, USPS,  
New Orleans Field Office, Houston Division
- D-2 " SUCCESSION PLANNING"**  
Ms. Rachel Bellamy, Office of Personnel Management,  
Washington, D.C.
- D-3 "IDENTITY THEFT"**  
Mr. Michael Gordon, FBI, New Orleans
- D-4 "ALTERNATIVE DISPUTE RESOLUTION"**  
Ms. Connie Cormier, EEO Specialist, U.S. Navy  
Ms. Willow Wilson, Civil Rights/EEO Officer,  
U.S. Coast Guard, 8<sup>th</sup> Coast Guard District  
Mrs. Jo Ann Thomas, EEO Counselor, USDA, National Finance  
Center, New Orleans